

Terms of Reference for the Fulton Place Community Garden

Garden Vision

Cultivating personal, neighborhood and environmental well-being through a welcoming garden community.

Garden Purpose

- cultivate **community** through a welcoming, accessible neighbourhood garden that provides opportunities for community partnerships
- fertilize **environmental stewardship** by raising awareness about sustainable urban agriculture
- pollinate **educational opportunities** by sharing garden experiences, showing children how food is grown, and demonstrating a vibrant food garden
- germinate **healthy living** by growing nutritious food, being physically active, and enjoying a peaceful place

Garden Membership

The Fulton Place Community Garden has two types of membership: membership with a garden plot ("Plot Membership") and membership without a garden plot ("Friends of the Garden Membership").

Plot Membership:

- Member is assigned a garden plot
- Garden Plot Contract agreed to and signed by both member and Garden Committee
- Membership dues are paid (\$20)
- Member must be in good standing as defined in the Garden Plot Contract
- Member must attend pre-season meeting

Friends of the Garden Membership:

- Member does not have an individual plot, but has access to common area and communal produce
- Membership dues are paid (\$10)
- Member reviews Statement of Expectations
- Member is encouraged to attend pre-season meeting

Responsibilities and privileges of Plot Members are further described in the Gardener Plot Contract, and Friends of the Garden Members in the Statement of Expectations.

Plot Assignment

For the first planting season of the Fulton Place Community Garden, if the number of interested gardeners exceeds the number of plots available, Plot Membership will be given according to the number of volunteer hours contributed. Plots will be assigned to plot members by random draw.

In subsequent years, plot members from the previous year will have priority in selecting available plots. Plot members may choose to keep their previous plot. Excess plots will be assigned on a first-come-first-serve basis.

Interested gardeners who do not receive a plot will be maintained on a waiting list. One plot will be assigned per household, unless there is no waiting list. Plots are non-transferable.

Further details related to plot assignment are provided in the Garden Plot Contract.

Garden Committee Mandate

The Garden Committee's mandate is to fulfill the vision and purpose of the Fulton Place Community Garden by:

- governing and managing the garden and its members;
- operating and maintaining the physical garden space and related infrastructure; and
- representing the interests of garden members to the broader community

Garden Committee Accountability

The Committee is accountable to garden members, to St. Augustine's Anglican Church as landowner, and to the community.

Garden Committee Key Positions

- Garden Coordinator – coordinates and leads meetings; prepares agenda; coordinates Gardener Contracts, has signing authority
- Secretary – documents meeting minutes; maintains list of members; has signing authority
- Treasurer – collects fees; prepares budget; does bookkeeping; has signing authority
- Church Representative – liaison between Garden Committee and St. Augustine's Anglican Church as landowner
- Communications – communicates with members and broader community using appropriate media (eg. social, printed or other media)
- Community Liaison – interfaces with existing and potential community partners to facilitate ongoing involvement (eg. Fulton Childcare Centre, Capilano Playschool, Hardisty K-9 School, Fulton Place Community League)
- Maintenance – ensures the maintenance and repair of physical infrastructure in garden
- Water Coordinator – develops, maintains and coordinates water supply system
- Compost Coordinator – develops, maintains and coordinates composting system
- Social Coordinator – plans social events for garden members (eg. Year-end harvest party)

- Common Area Coordinator – develops and manages system for the upkeep of the common area
- Tool Coordinator - logs, organizes and maintains the tools of the garden
- Fundraising and Grants – researches and applies for applicable grants; coordinates fundraising events as required

Key positions can only be held by garden members. Key positions will be prioritized in the formation of the committee to ensure that the positions of Garden Coordinator, Secretary, Treasurer and Church representative are filled. Other positions shall be filled as the needs and membership of the garden evolve. If more than one garden member is interested in the same position, the membership will vote to elect the position at the next Garden Committee meeting.

Key positions will have a term of one year, and will be elected annually at the pre-season meeting. Members assuming a key position are obliged to attend monthly Garden Committee meetings and must fulfill their designated role.

Garden Committee Meetings

A pre-season Garden Committee meeting will be held once per year. All interested gardeners who wish to be members for the season must attend this meeting. Regular monthly Garden Committee meetings will be held from March to September, or as otherwise called by the Garden Coordinator. Both Plot members and Friends of the Garden members are encouraged to attend Garden Committee meetings and are able to vote on decisions. Quorum shall be set at a minimum of 7 people, with decisions made based on a simple majority, striving for consensus. Meeting minutes must be taken and retained in an online document repository.

Review

The Terms of Reference will be reviewed and if necessary, revised, at the last meeting of each gardening season. Quorum is required to revise the Terms of Reference.